



Data Protection Policy	Date: January 2017	Revision No: 2	Page 1 of 2
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Policy Statement

This policy defines the arrangements in the centre that assures compliance to the requirements of The Data protection Act, 1998, as relevant to the Centre's business interests:

A: Introduction:

1. The Data protection Act, 1998 addresses certain requirements for all organisations that collect & process personal data as part of their on-going business operations. Personal data is defined by: any information relating to an 'identifiable living individual'; & will therefore, apply to the centre's clients (children attending the centre, and their parents/ guardians), employees & suppliers.
2. The data protection Act, 1998 applies to any data recorded in a filing system that allows personal data to be easily accessed.
3. The data protection act, 1998 applies to records kept in hard copy (paper) format, and in computer files.

B: Principles of data protection

1. The centre is committed to the enforcement of the following code of good practice in relation to the data it keeps on the children and its employees. In summary, data will:
 - Be relevant to the needs of the Centre setting;
 - Not be unnecessarily excessive in detail;
 - Be accurately maintained;
 - Not be kept longer than necessary, or requires by law;
 - Only be used in accordance with the individual's subject's rights;
 - Be securely stored.

Policy details

1. Littleminds will require written consent from each individual's child's parents/ guardian/ carer, in order for personal data to be collected and processed. In this respect it will be taken that consent is implied through the following:

- Clients - by the parents/ guardians who signs the registration forms and appropriate consent forms for their child/ children.
- Employees - by completing the job application form at onset of employment, and where the employee has not registered an objection to their data being used.

2. All individual, parents, carer's and employees have the right of access to manual and computerised records when concerning their personal data.

3. Where it is deemed necessary to divulge a third party this will only be done with the express permission of the individual subject.

4. Personal data and records will be maintained under appropriate conditions of security to prevent any unauthorised or accidental disclosure. Records can be hard copy (paper) format and computer files. Particular attention is paid to the following aspects of the record storage.

Hard copy file.

- Identification of storage;
- Identification of those employees authorised to have access.

Computer file:

- Password- protection for access to sensitive data files:
- Who is authorised to have knowledge of these passwords
- Back up, control and management of what are essentially copies of personal data.

When personal data is being processed, staff will take reasonable precautions to prevent exposure of data by unauthorised persons:

- Record files are locked away when they are not in use.